

WEEKLY PROGRESS REPORT

NAME **Kate Corbett**

Supervisor's Signature _____

Week Ending

10-Aug-12

Drug Laboratory

*RUSH cases**

TOTAL SAMPLES ASSIGNED: RUSHES	16	TOTAL SAMPLES COMPLETED: RUSHES	25
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N/A=No Analysis Needed

RUSHES Back Log: 3

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LABORATORY TIME		
Time Allocation		Overtime
VACATION		
HOLIDAY		
SICK		
PERSONAL		
COMP TIME		
LEAVE W/O Pay		
COURT		
COURT TRAVEL		
QA/QC		
INSTRUMENT MAINT.		
TRAINING		
TRAINING TRAVEL		
MEETINGS		
CASEWORK	25	
OTHER - IN LAB	12.5	
OTHER - OUT OF LAB		
Total All	37.5	0
Total Out of Lab		

Safety

SUMMARY	
SAMPLES ASSIGNED	16
SAMPLES COMPLETED	25
SAMPLES IN BACKLOG	3
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Total time out of lab	0.00
Total time in lab	37.50
Total overtime*	0.00

Comments:			
In Progress	In Progress	In Progress	In Progress

Cases worked on OT			

|Case# Type Case# Type Case#

Type #
0